Review, Update, or Correct a Voucher

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Overview

This guide will help you check a voucher and correct errors through an auditable method.

Muhasib preserves the voucher correction chain and updates balances according to its rules.

Who can do this

You need access to Voucher view and, when correcting, update/reversal permission for the accounting period.

Before you start

Have the voucher number, evidence, bank/cash record, error details, correct treatment, later dependencies, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the payment or receipt voucher list/history and locate the original document.

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Step 1: Confirm voucher type and money direction

Step 2: Compare date, party, accounts, amount, reference, narration, and evidence

Step 3: Review reconciliation and later dependencies

Step 4: Update only safe descriptive fields where permitted

Step 5: Reverse/cancel and replace for wrong direction, account, amount, or party

Step 6: Record reason and approval reference

Check your work

Confirm original status, replacement link, debit/credit values, cash/bank balance, and general ledger.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Never turn a payment voucher into a receipt by editing fields.
- Resolve closed or reconciled periods through approved procedure.

Related guides

- Create a Payment Voucher
- Create a Receipt Voucher
- Follow the Recommended Expense and Voucher Workflow

What to do next

Create a Payment Voucher.

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